



**Chandler • Arizona**  
Where Values Make The Difference

# Civil Engineering Preliminary Plat Review Checklist

Log No.: \_\_\_\_\_

Project:	
Location:	

Legend	
/	Requirement satisfied.
O	Requirement not satisfied.
?	Unable to determine status, more information is required.
X	Not applicable.

Review #	Reviewed By	Date
1		
2		
3		
4		
5		

The requirements referred to on the checklist can be found in Chapter 35 (Land Use and Zoning) and Chapter 48 (Subdivisions) of the Chandler City Code, and in the City's Technical Design Manuals.

Item	Requirement	Comments
1.	The maximum allowable drawing size is 24" x 36". Please resubmit the plat on the correct size sheets.	
2.	The maximum allowable scale is 1" = 100'. The scale must also be noted on each sheet.	
3.	Show the subdivision's name on the preliminary plat.	
4.	A vicinity, or site location map, is needed.	
5.	The subdivision's location as defined by its section, township, range, and county must be given. If the subdivision overlays a previously recorded plat, it must be indicated on the plat with record references.	
6.	Two separate survey ties to two section corners, or quarter section corners, are needed. The type of monumentation must be defined.	

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Form No. UDM-28/Folder 440  
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Item	Requirement	Comments
7.	Show north arrows on each sheet.	
8.	Show the developer's name, address, and phone number on the cover sheet.	
9.	Show the design professional's name, address, and phone number on the cover sheet.	
10.	Each sheet of the preliminary plat must be sealed and signed by the design professional preparing the plat.	
11.	All elevations shown in the preliminary plat must be referenced to an approved City of Chandler benchmark. The City's benchmark ID number (CMCN #) and verbatim description must match the latest edition of the <i>City of Chandler Vertical Control Base List</i> , and must be shown on the plat (or cover sheet if more than one sheet).	
12.	The subdivision is within an Airport Impact Overlay District. Please add the following note:  <b>This subdivision is within (Name of Airport) Airport Impact Overlay District. An aviation easement shall be provided at the time of final platting.</b>	
13.	Show a typical lot with minimum dimensions and easements on the cover sheet. Rear and side lot easements are not allowed unless required by a utility.	
14.	Show the total number of lots on the cover sheet.	
15.	Clearly delineate and label the model home site on the preliminary plat and include all adjacent street, water, sewer, and drainage improvements to be constructed concurrently with the model site.	
16.	Underground the overhead utility lines on or adjacent to this site. Please add the following note to the cover sheet:  <b>The improvements shown on this plat will not be fully approved by the City and the Certificate of Occupancy or Acceptance will not be issued until the overhead utility line undergrounding requirement has been satisfied.</b>	

Item	Requirement	Comments
17.	<p>Underground the existing irrigation facilities on or adjacent to this site. Please add the following note to the cover sheet:</p> <p><b>The improvements shown on this set of plans will not be fully approved by the City and the Certificate of Occupancy will not be issued until the irrigation facility undergrounding requirement has been satisfied.</b></p>	
18.	<p>Add note to the preliminary plat:</p> <p><b>This subdivision shall comply with the <i>Residential Development Standards</i> dated May 23, 2002.</b></p> <p>The <i>Residential Development Standards</i> are also referred to as the Residential Design Standards, the Residential Diversity Standards, and the Diversity Standards.</p>	
19.	<p>On-lot retention may be allowed on residential lots having a minimum area of 18,000 (eighteen thousand) square feet. Add note to the preliminary plat:</p> <p><b>On-lot retention is allowed on designated lots. When lots designated as having on-lot retention are submitted for a building permit, a special plot plan and drainage report shall accompany the application. The special plot plan shall show, as a minimum, the retention areas in detail, landscape features and the structure "footprint". The drainage report shall comply with <i>Technical Design Manual 3 – Storm Drainage System Design</i>, and shall show, as a minimum, calculations for volume provided, volume required and run-off coefficients.</b></p>	
20.	<p>Provide the City's log number in the lower right hand margin of all plat sheets.</p> <p><b>C.O.C. Log No. _____</b></p>	

Item	Requirement	Comments
21.	<p>Add the following note to the preliminary plat:</p> <p><b>The final plat for this subdivision will not be approved or recorded until a Reclaimed Water Use Agreement is executed by the developer and approved by the City.</b></p>	
22.	Show the existing topography by contours. Spot elevations are required when the subdivision's topography cannot be clearly defined by contours.	
23.	Show all existing buildings and significant structures. Note any modifications.	
24.	Show all wells, streams, canals, irrigation laterals and ditches, lakes, and other water features on the preliminary plat. Note any modifications. Tile or landscape open ditches & canals as specified in the City's design manuals.	
25.	Show all existing water wells and their Arizona Department of Water Resources registration number on the plans. If not registered, so note on the plans. Register wells prior to disposition and provide documentation to the City. Contact Sandy Story at 480-782-3588 to coordinate well registration and disposition.	
26.	All retention areas must be noted on the preliminary plat.	
27.	Identify all portions of the development that are within the FEMA 100-year flood zones. If any such areas exist, submit preliminary plat to the Flood Control District of Maricopa County. FCDMC approval is required.	
28.	Show existing and proposed right-of-way widths on the preliminary plat. Also, show utility and railroad rights-of-way.	
29.	Show all existing easements and rights-of-way and note any abandonment on the preliminary plat. Provide an ALTA survey map when available.	
30.	Show the sizes and types of all existing utility lines within and adjacent to the subdivision on the preliminary plat. Dimensional ties to street centerlines are required for all utility lines.	

Item	Requirement	Comments
31.	Show City limit lines when they are adjacent to or near the subdivision.	
32.	Show the names of all subdivisions adjacent to the subject property along with recording information.	
33.	Show the subject subdivision's net and gross areas on the cover sheet. A Certificate of Area is required.	
34.	The existing zoning classification of the subject and adjacent tracts must be shown by note.	
35.	Perimeter traverse data is required for the entire subdivision boundary. For tangents, this consists of bearings and distances. For curves, this consists of radii, delta angles, and curve lengths. On non-tangent curves, show radial bearings.	
36.	Boundary closure calculations are required with error of closure.	
37.	Curvilinear back lot lines are discouraged. Every effort must be made to avoid them.	
38.	Show the street layout. This includes public streets, private streets and easements.	
39.	Local and collector right-of-way widths, street cross sections and alley cross sections must comply with City standards.	
40.	Arterial street right-of-way widths and cross sections must comply with City standards.	
41.	The street construction centerline and the monument line are not the same. Verify that the proposed dedication is in accordance with the approved transportation plan and is adequate to accommodate all necessary utilities.	
42.	Street geometrics must comply with the standards presented within the City's <i>Technical Design Manual 4 - Street Design and Access Control</i> .	
43.	Show on the plat curve radius for all rights-of-way on bubbles and cul-de-sacs and for street monument line.	

Item	Requirement	Comments
44.	Proper turn-around facilities are required on dead-end streets and alleys.	
45.	Triangular corner cutoffs are required at all street intersection corners.	
46.	Triangular corner cutoffs are required at all alley intersection corners.	
47.	Street connectivity/continuity is acceptable.	
48.	Show any proposed phasing.	
49.	Half-street cross sections must comply with City standards, 24 feet to face of curb minimum.	
50.	Provide lot numbers and tract/parcel labels.	
51.	Show front-, rear- and side-yard setbacks. If setbacks are used as a diversity factor you must show: <ul style="list-style-type: none"> <li>A. Wider side yards (maximum and minimum).</li> <li>B. Staggered rear yard (maximum and minimum).</li> <li>C. Staggered front yard (maximum and minimum).</li> </ul>	
52.	Note tracts or parcels that will be dedicated to the City. Note their use along with their appropriate areas.	
53.	The sanitary sewer system must comply with the standards presented within the City's <i>Technical Design Manual 2 – Wastewater and Reclaimed Water System Design</i> . <ul style="list-style-type: none"> <li>A. Show all existing and proposed sewer lines.</li> <li>B. Show flow arrows on all sewer lines.</li> <li>C. Show the sizes of all sewer lines.</li> </ul>	
54.	The potable water system must comply with the standards presented within the City's <i>Technical Design Manual 1 - Water System Design</i> . <ul style="list-style-type: none"> <li>A. Show all existing and proposed water lines including valves and hydrants.</li> <li>B. Show the sizes of all water lines.</li> </ul>	
55.	The storm drainage system must comply with the	

Item	Requirement	Comments
	standards presented within the City's <i>Technical Design Manual 3 – Storm Drainage System Design</i> .	
	A. Show flow arrows for all flows in streets.	
	B. Show flow arrows on all storm drains.	
56.	Reclaimed water lines are required in the arterial street rights of way adjacent to the project, and shall be located per City of Chandler Standard Detail No. C-200 unless otherwise determined by the City Engineer.	
	A. Show all existing and proposed reclaimed water lines including valves and hydrants.	
	B. Show the latitude and longitude of the site.	
57.	Submit a preliminary hydrology report. Enough detail is required to demonstrate layout feasibility.	
58.	Coordinate the plans with the City Improvement District/City Project Engineer.	
59.	Submit a current title report, status of title, or condition of title report; 6 months old maximum. The legal description for the title report shall match boundary survey information specified in item 36.	
60.	Submit CC&R's that comply with Chapter 40 of the City Code, as amended by Ordinances No. 3177 and 3263. The following items, must be satisfied:	
	A. CC&R's are not generic CC&R's but are those that will actually be recorded for the property being platted.	
	B. Common property is free and clear of encumbrances; the developer has not retained any interest in common areas.	
	C. Common property is deeded either to a homeowners association (HOA) or in common to lot owners.	
	D. If HOA is established:	
	1) HOA is granted authority to collect maintenance funds.	
	2) Owners who benefit from common areas are automatically made members of the HOA.	
	3) HOA must be given enforcement authority.	
	4) City is authorized to maintain common areas if the HOA, or others, fail to do so and the City is	

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Item	Requirement	Comments
	given the right to assess members for expenses.	
5)	City is given authorization to enter the property to perform maintenance.	
6)	Forbids the amending of provisions in the CC&R's concerning the City's right to maintain and collect expenses from lot owners.	
7)	Forbids the dissolving of the HOA unless another entity has agreed to take over maintenance of common areas.	
E.	If HOA is not established, the requirements noted in item D above must be transferred to the lot owners in common.	
F.	Restrictions on easements or common areas do not conflict with the City's intended use of the property.	
61.	Show approved street names.	
62.	Submit a transparency or mylar of the preliminary plat at a scale of 1" = 200' showing only the subdivision boundary and boundary lines of all tracts, lots, and rights-of-way.	
63.	A detailed infrastructure analysis is required and shall include water and wastewater.	
64.	Provide for review a Phase I Environmental Site Assessment in compliance with the City of Chandler criteria and ASTM E 1527 (current form) <i>Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process</i> . The Phase I ESA must include a records search for both VEMURs and DEURs.	

Please return this checklist with the next plan submittal

**City Use Only**

1. Preliminary buy-ins calculated?
2. Final buy-ins calculated?
3. Water production site required?